

NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-506T OPENING DATE: 11-Oct-18 CLOSING DATE: 1-Nov-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

General Supply Specialist, GS-2001-09, E-4/SrA - E-6/TSgt, MPCN: 0086792634

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$52,229.00-\$67,899.00 PA

SUPERVISORY ☐ **MANAGERIAL** ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive a **Permanent Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete RIP and/or other documentation to verify possession of AFSC.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC: 2S0X1

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of supply regulations, policies, procedures, or other instructions as they relate to equipment accountability.
2. Knowledge of the Air Force Equipment Management System (AFEMS), to include the ability to research item records, update base level data, such as Chief Financial Officer Data, Organization Configuration Data, and Equipment Custodian Profile Data.
3. Skill in establishing and maintaining effective working relationships with individuals and groups interested in or affected by equipment accountability policies and procedures.
4. Ability to communicate in writing and orally to prepare information for equipment accountability, authorization, and formal organizational visit reports and conduct briefings, training, and lead group conferences or sessions.
5. Ability to conduct organizational visits of all base organizations/shops to ensure compliance with equipment accountability directives and procedures and provide guidance and training to correct any deficiencies.

SPECIALIZED EXPERIENCE: Must possess at least **24** months experience, education, or training dealing with cost estimates, budgets or funding management. Experience conducting extensive and exhaustive searches for required information; reconstruct records for complex supply transactions; and/or provide supply operations support for supply activities.

BRIEF JOB DESCRIPTION: This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. The primary purpose is to ensure accountability of in-use equipment and provide management control, oversight, coordination, and implementation of all equipment accounted for by the ANG Assistant USPFO/Accountable Officer. This position is the primary point of contact for wing/base/supported organizations equipment accountability. Serves as a technical advisor to the Wing Commander, staff, base personnel, state, and supported Geographically Separated Units (GSUs) regarding policy and procedure pertaining to equipment accountability. A broad knowledge of general supply, storage, distribution, and inventory/accountability specializations is required; in addition knowledge of Federal, State, and USAF accountability and report of survey rules and regulations to ensure regulatory compliance.

SELECTING OFFICIAL: MSgt Sonia Beckman
